



Quick Reference Guide 2

Lync 2013 for Windows

Lync Web Conferencing




Lync 2013 Web Conferencing replaces WebEx services for VTS seat owners and provides collaboration tools to share applications, your primary monitor, secondary monitor, both monitors, or your entire desktop. Now it is very easy to provide a link to a meeting room, as the Lync Meeting features are available through Outlook 2010.

Lync 2013 includes an Outlook plug-in that provides users with single-click scheduling of a Lync Meeting in Outlook if they have a VTS seat. Participants join with a single click from the Outlook reminder, or via the Outlook meeting itself. Organizers can easily set up meetings using predefined conference properties or can set meeting types and admission policies for specific needs. Details (such as meeting time, location, and attendees) are entered in the Outlook meeting window.

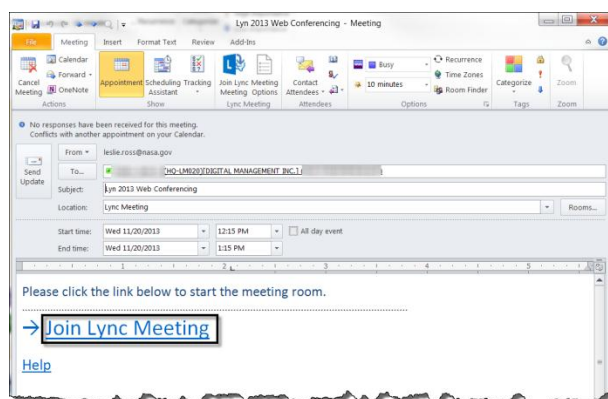
Multi-party Lync audio and video capabilities are not available in Lync Web Conferencing meetings at NASA.

Schedule a Lync Meeting

1. From your Calendar in Outlook, click  the **New Lync Meeting** button on the **Home** tab. OR

from a meeting window in your Outlook calendar, click  the **Lync Meeting** button. A Lync 2013 Web Conferencing Meeting window displays (shown right) containing a link for the participants to join your Lync Meeting.

2. Invite the appropriate attendees. For outside attendees, enter their email address
3. Enter the subject text.




The location will default to "Lync Meeting."

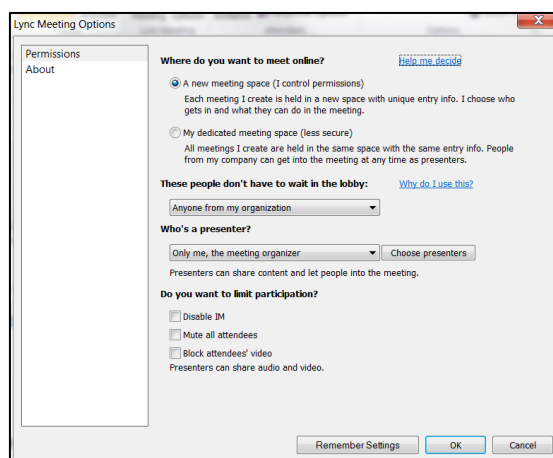
4. Enter the **Start Date** and time. Enter the **End Date** and time.
5. Set the meeting options (outlined in the section below) and then Click **Send**.

For VTS seat owners, there can be a maximum of 199 simultaneous users in a single Lync Web Conferencing Session. If you are hosting a meeting that includes 200-999 attendees, submit an ESD request. Click Order Services > Collaboration Services to get started. Your request will be processed within 24 hours.

Lync Web Conference Options

In the Lync Web Conferencing meeting, a  **Meeting Options** button displays with options to adjust for each meeting.

- **Where do you want to meet online?**
 - Click to select "a new meeting space (I control permissions)" to use a unique meeting space each time with unique information, to limit participants to only those invited, and to control what access the participants have. This is the NASA preferred setting as this is more secure.
 - Click to select "My dedicated meeting space (less secure)" to use the same meeting space each time, to allow anyone from your company to join and present at any time.

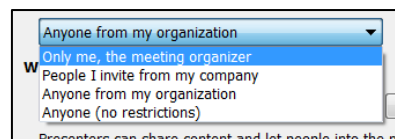


For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

• These people don't have to wait in the lobby:

Use these options to decide who gets into the meeting directly, and who waits until you let them in.

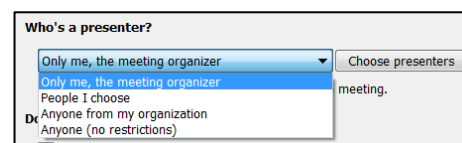
Best practice: change this setting for large meetings, or when you have confidential or sensitive information to discuss.



Who gets in directly?	What happens	Recommended when...
Only me, the meeting organizer	You are the only one who can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You have a high security meeting and confidential information.
People I invite from my company	Only people invited can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You are discussing confidential information, and want only specific people to join.
Anyone from my organization	Anyone from your company can get in to the meeting directly, even if not invited.	You do not have external participants and you are not discussing confidential information.
Anyone (no restrictions)	Anyone who has access to the meeting link gets in to the meeting directly.	You are inviting outside participants and you are not discussing confidential information.

• Who's a presenter?

Use this option to select who gets to be a presenter in your meeting. All presenters have full control over the meeting and can share content, record the meeting, change the meeting options, mute people, and so on.



Who's a presenter?	What happens	Recommended when...
Only me, the meeting organizer	Only you as the meeting organizer have presenter permissions.	Use when the participants do not have to interact with the meeting content. You can designate additional presenters during the meeting
Anyone from my organization	Anyone from your company can be a presenter.	Suitable for causal meetings with your teammates, where all participants can share and modify content.
Anyone (no restrictions)	Everyone you invite can be a presenter.	Use when you have external participants and want them to present.
People I choose	You and the people you choose can be a presenter.	Use when you want specific people to be presenters. IMPORTANT: When you select People I choose , click Choose Presenters , and then move the participants from the Attendee to Presenters side. External invitees and distribution lists cannot be added as presenters, but you can give presenter permission to individuals when you are in the meeting.

Do you want to limit participation?

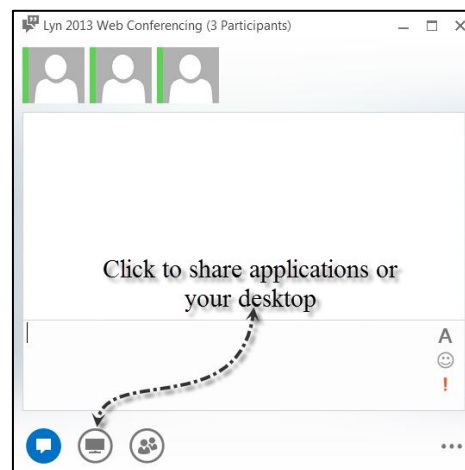
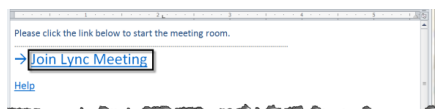
Use these when setting up a large event and eliminate interruption. You can mute all attendees and/or prevent them from using their webcam by selecting one or both of the following check boxes:

- Disable IM
- Mute all attendees
- Block attendees' video (Video in Lync Web Conferencing is not supported at NASA).

Join a Lync Meeting using NASA Equipment

When joining a Lync Meeting, it is recommended that you use a NASA machine with Lync installed.

1. Using your NASA equipment, from the Outlook Calendar meeting invitation, click **Join Lync Meeting** in the **Notes** area of the meeting. The *Privacy Disclaimer* for NASA Lync use will display.
2. Click the checkbox for the option “**I have read the above and agree to the terms**” and then click **Continue**.
3. The Lync application launches and establishes a meeting room with the participants.



For application and desktop sharing instructions, see the section entitled “Desktop and Application Sharing” on page 4.

4. To display the Lobby and participants list, click  the **People** icon. Use the Lobby to admit attendees.
5. To end the meeting, click the  **Options** icon | **End Meeting**.

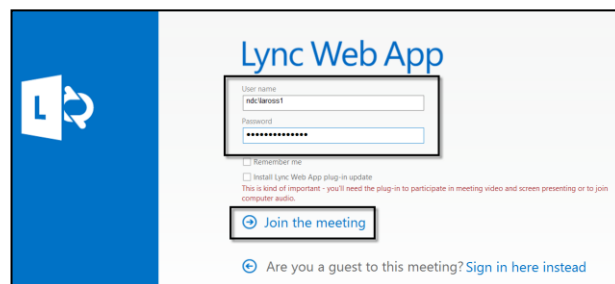
Join a Lync Meeting using Outlook Webmail

Lync Web App is a browser-based version of Lync for those who are using a computer that does not have Lync installed, i.e., while working from anywhere and accessing the calendar through Outlook Web Access (OWA).

For more detailed information on Attendee Meeting tools, please see the *Lync 2013 for Windows and Lync for Mac 2011 QRG5 – Meeting Attendee Tools* posted on the ITCD Web site <http://itcd.hq.nasa.gov/ctc>.

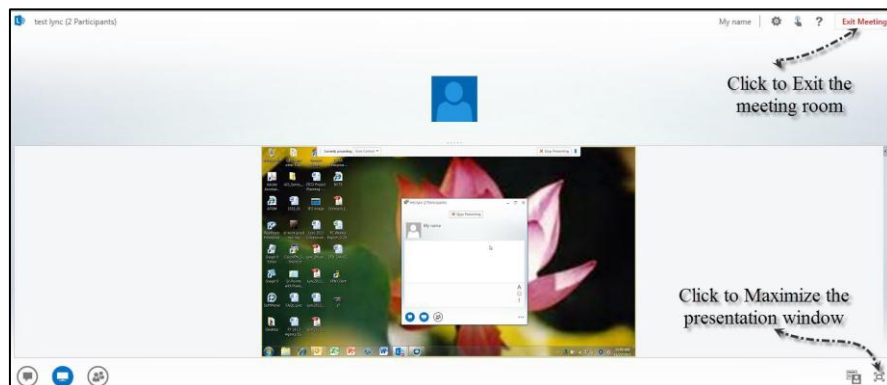
1. For NASA personnel, open your browser and log into Outlook Web Access (OWA), view the Calendar and open the email meeting invitation.

You may be prompted to download / install LWAPugin64BitInstaller64. Complete the download of the plugin.



2. Click the option **Sign in if you are from the Organizer’s company**. The login fields display to enter your User name and password.
3. In the **User name** field, enter the network domain followed by your NASA network login credentials: i.e., enter NDC\jdoe for example.
4. In the **Password** field, enter your current NASA network password.
5. Click **Join Lync Meeting**. The *Privacy Disclaimer* for NASA Lync use will display.
6. Click the checkbox for the option “**I have read the above and agree to the terms**” and then Click **Continue**. The browser will launch the meeting room.

Guests login by entering their name in the Guest, type your name below field and then clicking Join the Meeting.



Lync Meeting Participant Tools

- Click **Exit Meeting** to leave the meeting room.
- Click the **Maximize** button (shown above) to increase the view of the presented material.


Presenting in a Meeting Room

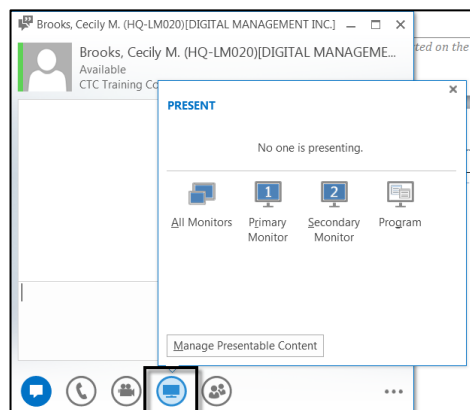
If you are a presenter in the meeting, you can share content with the other participants. Select the Monitor button, and then select the type of content you want to share from the PRESENT tab — your PC's desktop, an open program on your PC, or a PowerPoint presentation. Use the ATTACHMENTS tab to send attachments to the meeting participants that they can download to their computers.

You can send instant messages (IMs) to the meeting participants during the meeting. However, your messages will be sent to all the participants. You cannot send IMs to individual participants. Select the **Message** icon to open an IM window. Type your message and select Enter to send the message.

Desktop and Application Sharing

Desktop Sharing

1. Click the  **Monitor** icon on the *Quick Lync* bar to start a presentation. The *Present* dialog box displays (shown below).
2. You can share your **Primary Monitor**, **Secondary Monitor** or **All Monitors**. Click to select what you would like to present.



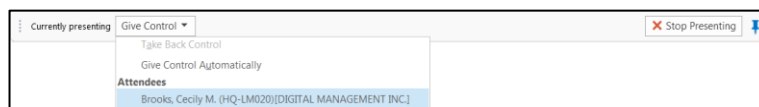
When you share a monitor, Lync will display the message **“People will be able to see everything on the monitor you chose.”**

3. Click **OK** to continue.

Give and Take Control when Sharing

You can give control to another meeting participant by clicking **Give Control** on the *Sharing Toolbar* (shown below). Once you give control to another participant, they can move the mouse in the presentation window, click on windows they have access to and type in applications or documents that you are sharing with them.

1. On the *Sharing toolbar*, click **Give Control** (shown above). A drop-down list displays with a list of participants.



1. Select the participants to whom you wish to give control. Lync sends a notification to that Attendee.

To take back control, click **Give Control** and then click **Take Back Control**. Participants can also Request Control from their meeting window.

Application Sharing

1. Click **Program** to share an open application. The *Present Program* dialog box displays (shown below).

Anytime you want to share an application, you must have the application already open before you can share it.

2. Click to select the specific application to be shared and click **Present**.

When you share an application, Lync will display a message **“People will be able to see all open windows of the program you chose.”**

3. Click **OK** to continue.

